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9 SEP 1970

MEMORANDUM FOR: Deputy Director for Plans  
THROUGH : Chief, Foreign Intelligence  
SUBJECT : Technical Secretaryship, Critical Collection  
Problem Committee (CCPC)

1. Paragraph 4 of this memorandum contains a recommendation for your approval.

2. When the CCPC was created by USIB in 1958, it was deemed advisable to have a member of the Clandestine Service serve the Committee as its Technical Secretary. I was appointed to the post at that time and have served as the Technical Secretary ever since. In the meantime, the Committee, originally envisaged as a group of top-level intelligence officials who would assemble to "brainstorm" USIB-identified difficult intelligence collection problems, has experienced dramatic changes in its membership and modus operandi. Accepting as it does assignments from NIRB, USIB, and others, much of its work now consists of examination of on-going activities usually done by working groups created to study a specific area of activity. The resultant working group texts are then distributed by the Chairman to Committee members for review at a meeting of representatives of the full Committee. Such sessions, which involve detailed editing of the text, frequently take up the better part of a day and, by their very nature, are not susceptible to the normal decision-recording and minute-preparation procedures prescribed in "Robert's Rules" and followed by most committees. Minutes drafted by this office to record such meetings are edited by the Chairman and others associated with the Committee. They are then returned to this office, frequently in heavily modified form, for reproduction and distribution. Other tasks performed here are of a pedestrian, but time-consuming nature such as preparation of lists of names of non-badged individuals attending meetings and delivery of same to the reception office, preparation and distribution of rosters, announcing time and place of meetings to members, enveloping, addressing, and dispatching Committee documents, certifying clearances, requesting issue and reissue of CIA visitor badges for Committee members, maintaining Committee files, etc. These activities in no way contribute to accomplishment of the CS mission; in fact, they divert this three-man office from giving full time and attention to the responsibilities set forth in [ ] a copy of which is attached.

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3. Aside from the facts cited above which are intended to suggest that the duties of Technical Secretary be performed elsewhere, another factor to be considered is my retirement next summer. Early designation of a successor is suggested.

4. Recommendation: It is recommended that the duties of Technical Secretary, CCPC, be transferred to an individual or office outside the CS.

[Redacted Signature]

Technical Secretary  
Critical Collection Problems Committee

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**APPROVED:**

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[Redacted Signature]

Chief, Foreign Intelligence

/s/ Thomas H. Karamessines

Deputy Director for Plans

15 SEP 1970

Date

15 SEP 1970

Date

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